



Video Technician

The Comox Valley Art Gallery seeks applications from individuals interested in supporting the Comox Valley Art Gallery's *Youth Media Project* – one 15-week program for community action that provides media, art & employability skills to youth between the ages of 16 and 30. If successful, there is a strong opportunity to continue on in successive programs.

Details: Full-time, 35 hrs/wk, \$25/hr for 15-weeks. (Hours vary according to schedule)

Intake dates: June 19 – Oct 13, 2023 (with a possible extension)

Reporting to the Team Leader, the Technician/Assistant oversees all technical components of the project, accomplishes administrative tasks as required, and supports the project participants in their development of short videos.

Technical

- Helps set up the space in the first two weeks, so that all equipment is ready to go. This includes labelling and purchasing data keys and SD cards for participants.
- Ensures that all equipment is signed out and cared for properly and returned in good condition and that youth are consistently reminded of their personal responsibility in this regard.
- Familiarize yourself with Adobe Premiere editing software to be able to offer one on one support to participants.
- Review daily technical needs with the team leader and set up each day according to plan of day.
- Research equipment purchases and make sure they are purchased swiftly and on budget.
- Provides individual support to participants as related to media technologies which includes becoming familiar with all production (camera) equipment and it's use.
- Assists participants in the delivery of an individualized Post-Production Workshop. Familiar with keying green screen and/or willingness to learn an asset.
- Works with Team Leader to troubleshoot technical problems that arise.
- Compiles final video footage and create multiple copies for distribution.
- Works with the Team Leader and participants to ensure appropriate credits are completed.
- Ensures that all equipment purchases are tracked, on budget, and receipts are given directly to the Director and are labelled. All purchases must be approved by the Team Leader.

Administrative and Other

Supports the administrative needs allocated to this position by the Team Leader, which may include:

- Assists in creating a healthy and safe learning environment by modeling support and encouraging participants to become the experts of their own learning;
- Tracking personal hours and meeting weekly to communicate with the Team Leader to give/receive feedback to better support participants;
- Organizing technical needs related to key project events – notably, the final screening, but also field trips, guest speaker engagements, etc.

- Maintaining an atmosphere of support and encouragement, ensuring that time and expertise is shared amongst all participants;
- Working to encourage collaboration and self-sufficiency of participants whenever possible so there is a passing on of knowledge whenever possible.

Required Skills/Experience

- College diploma or equivalent experience.
- Experience working with youth in a leadership role.
- Experience in video production processes – producing, storyboarding, editing (in particular), etc.
- Experience working with video post-production, ie: the technologies in Adobe Creative Suite, video cameras, or equivalent.
- Experience organizing and administrating in an office context.

This project is funded in-part by the Service Canada Skills Link Program
Partners: Wachiay Friendship Centre, Creative Employment Access Society, Imagine Comox Valley

This program values diverse, equitable and inclusive practices and strives to lead the Comox Valley in practices that promote sustainability for future generations.

We are grateful to be working on the unceded territory of the K'ómok's First Nation, the traditional keepers of this land.

APPLICATION DEADLINE: Tuesday, May 30, 2023

Please email resumes directly to Krista.cvagymp@gmail.com